



MINUTES
OXFORD CITY COUNCIL REGULAR MEETING
COURTHOUSE
TUESDAY, DECEMBER 2, 2025 AT 7:30 PM

MEETING PROCEDURE: Comments from the Public are welcome at two different times during the course of the meeting: (1) Comments on items not on the Agenda, and Consent Agenda items, will be heard under Public Comments – and (2) Comments on all Resolutions and Ordinances will be heard during Council consideration of said item. Please wait until you are recognized by the Mayor, state your name and address so that your comments may be properly recorded and limit your remarks to a period of five minutes or less.

1. Roll Call.

Motion – To Enter Executive Session at 7:15 p.m. O.R.C. 121.22(G)(1) To Consider Appointments to Boards and Commissions

(Roll Call Vote) 1st Ms. Ornelas 2nd Mr. Snavelly

AYE # 6

Ms. Franklin, Ms. French, Ms. Ornelas, Mr. Snavelly, Mr. Vinch, and Mayor Smith.

NAY # 0

ABS # 0

Motion – To Return from Executive Session at 7:27 p.m. O.R.C. 121.22(G)(1) To Consider Appointments to Boards and Commissions

(Voice Vote) 1st Mr. Snavelly 2nd Ms. Franklin

AYE # 7

NAY # 0

ABS # 0

A regular meeting of the Oxford City Council was called to order by Mayor Smith on Tuesday, December 2, 2025, at 7:30 p.m. Members in attendance were Roxanne Ornelas, Jim Vinch, Amber Franklin, William Snavelly, Alex French, and Jason Bracken, who arrived at 7:16 p.m.

Staff Members in Attendance

Mr. Douglas R. Elliott, Jr., City Manager; Ms. Jessica Greene, Assistant City Manager; Mr. Michael Dreisbach, Service Director; Mr. John Detherage, Fire Chief; Mr. Geoff Robinson,

Police Lieutenant; Ms. Heidi Ridenour, Finance Director; Mr. Chad Smith, Parks and Recreation Director; Mr. Sam Perry, Community Development Director; Mr. Ben Mazer, Assistant Law Director; and Ms. Heather Barbour, Clerk of Council.

2. Pledge of Allegiance.

3. Approval of Agenda.

Motion – To Approve the Agenda.

(Voice Vote) 1st Ms. French 2nd Mr. Snavelly

AYE # 7

NAY # 0

ABS # 0

4. Public Participation.

A. Appointments to Boards & Commissions

Motion – To Nominate Mr. Jim Squance to the Police Community Relations and Review Commission, Becky Mathers to the Environmental Commission to fill an unexpired term ending in 2029, and Barbara Smyth to the Environmental Commission to an unexpired term ending in 2026.

(Voice Vote) 1st Ms. French 2nd Mr. Snavelly

AYE # 7

NAY # 0

ABS # 0

B. Public Comments

The purpose of the public comments section is for members of the public to speak to the City Council on any subject not scheduled on the Agenda, except consent agenda items. To speak, you may approach the podium and wait to be addressed by the Mayor. You will need to state your name and address for the public record. City Council values your comments, and Council rules limit public comments to five minutes for each person. Presentations are not to be in the form of public debate, personal attacks on Council, City staff, or other members of the public, and Council shall not act except to direct the City Manager to take action or schedule the matter for discussion at a later date.

Public Comment - None

5. Consent Agenda.

All matters under the Consent Agenda are considered by the City Council to be routine and will be enacted by one motion. Any City Council member may, however, remove an item from consent by request. Items removed for separate discussion will be considered after the motion to approve the Consent Agenda.

Motion – To Approve the Consent Agenda.

(Voice Vote) 1st Ms. French 2nd Mr. Snively

AYE # 7

NAY # 0

ABS # 0

A. Minutes from the November 18, 2025, City Council Meeting. (Heather Barbour, Clerk of Council)

B. Minutes from the November 24, 2025, Organizational Meeting. (Heather Barbour, Clerk of Council)

C. A Resolution Approving Then And Now Certificates For Purchase Orders Issued Above \$3,000 Where An Invoice Was Received Prior To The Purchase Order Date, As A Requirement Of Ohio Revised Code 5705.41 (d). (Heidi Ridenour, Finance Director)

6. Resolutions.

A. A Resolution Authorizing The City Manager To Waive Parking Meter Fees Throughout The City From 9:00 A.M. On Monday, December 15, 2025, Until 8:00 P.M. On Saturday, January 10, 2026, The Two-Hour And The Eleven-Hour Restrictions For Parking Meters Shall Remain In Effect. (John Jones, Police Chief)

Motion – To Adopt Resolution No. 7766.
(Voice Vote) 1st Mr. Snavely 2nd Ms. French
AYE # 7
NAY # 0
ABS # 0

Lieutenant Robinson presented the staff report and addressed questions and comments from the Council.

Public Comment - None.

7. Ordinances.

Ordinances are adopted using a two-step procedure. First reading introduces the Ordinance and provides an opportunity for public input on the subject as well as allowing Council to request more information as needed. Second reading is to provide Council with the opportunity to consider new information and to deliberate.

A. First Reading

1. An Ordinance Amending Ordinance No. 3783 Supplemental Budget Ordinance Number 9 To Make Supplemental Appropriations For Fiscal Year 2025. (Heidi Ridenour, Finance Director)

Ms. Ridenour presented her staff report and addressed questions and comments from the Council.

Public Comment - None.

B. Second Reading

1. An Ordinance Amending Ordinance No. 3783 Supplemental Budget Ordinance Number 8 To Make Supplemental Appropriations For Fiscal Year 2025. (Heidi Ridenour, Finance Director)

Motion – To Adopt Ordinance No. 3849.
(Roll Call Vote) 1st Ms. French 2nd Mr. Snavelly

AYE # 7

Mr. Ornelas, Mr. Snavelly, Mr. Vinch, Mr. Bracken, Ms. Franklin, Ms. French, and Mayor Smith

NAY # 0

ABS # 0

Ms. Reidenour reviewed the changes since the first reading and offered to answer any questions.

Public Comment - None.

8. Announcements & Communications.

A. Remarks from City Council and City staff.

The comments expressed by individual members of Council or City staff during this portion of a City Council meeting do not necessarily reflect the views of the City of Oxford, The Oxford City Council, or the City staff.

B. Future Meetings.

(Note: Meetings are held at the Court House unless otherwise indicated.)

DATE	Meeting		
1. Dec 3	Environmental Commission	Municipal Building	7:00 p.m.
Dec 4	Housing Advisory Commission	College@Elm	5:00 p.m.
Dec 8	Oxford Parking & Transportation Advisory Board	Municipal building	9:00 a.m.
Dec 8	Oxford Recreation Board	College@Elm	12:00 p.m.
Dec 8	Public Arts Commission of Oxford	Municipal Building	5:30 p.m.

Dec 9	Planning Commission	Courthouse	7:00 p.m.
Dec 10	Historic & Architectural Preservation Commission	Courthouse	6:00 p.m.
Dec 11	Civil Rights Commission	Municipal Building	4:00 p.m.
Dec 16	City Council	Courthouse	7:30 p.m.
Dec 17	Board of Building Appeals	Courthouse	5:30 p.m.
Dec 23	Board of Zoning Appeals	Courthouse	6:30 p.m.
Dec 24	City Offices - CLOSED		
Dec 25	City Offices - CLOSED		
Jan 1	City Offices - CLOSED		

9. Adjourn.

Motion – To Adjourn at 8:04 p.m.
 (Voice Vote) 1st Ms. French 2nd Mr. Snavely
 AYE # 7
 NAY # 0
 ABS # 0